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Security Information

FEB 24 1953

Director of Training

Assistant Director (Personnel)

Procedure for the Permanent Reassignment of Junior Officer Trainees

1. Reference is made to your memorandum of 16 February 1953 proposing a procedure for the permanent reassignment of Junior Officer Trainees from the Junior Officer Training Division to another Agency office.

2. This Office is in agreement with the principle that these reassignments should be effected only with the formal concurrence of the Office of Training. However, we feel that a more simple procedure can be used for this purpose than the one proposed, and would like to suggest it for consideration. The essence of this procedure is that the concurrence of the Chief, Junior Officer Training Division would be required on the Request for Personnel Action (SF-52) reassigning a trainee from OTR to an operating office. After a permanent reassignment had been arranged between OTR and an operating office, the latter would prepare the Standard Form 52 and have the Chief, Junior Officer Training Division indicate his written concurrence thereon. The Personnel Office would process only those requests showing this concurrence. This procedure would not, of course, preclude filing in the trainee's Official Personnel Folder any statements or other papers that might have an important bearing on the action.

3. If your Office is in agreement with the above suggestion, this procedure will be established for the guidance of all components of the Personnel Office.

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